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**Date:** Fri, January 8, 2010 10:03:33 AM  
**Subject:** DTCCC CU Flyball Paperwork - Part 4

Lesson #4 – and I believe our final one.

So leading up to the tournament you:

Sanction the tournament and submit insurance.  
Distribute entry forms.  
Collect entry forms.  
Process draw if necessary.  
Create seed chart and racing format.  
Turn racing schedule into final form.  
Create stickers and posters for results.  
Create C2 forms for results.  
Print copies of the racing schedule for the tournament posting.  
Post the seed chart, racing schedule, C2 and welcome letter to the yahoo list.

You should also print out and bring a copy of the jump height form (C9 from the appendix of the rules) to the tournament for measuring.

All the checks should be sent to the treasurer for deposit unless you are one of the depositors for the club. If so, make certain to copy the checks before you deposit them (or be nice and copy and send the copies with the checks to the treasurer.

Now the tournament happens and when it is over you should have all the poster boards with the results and placements and the copies of the C2s signed by the judge with the best time listed for each team (making certain that it is not a breakout time).

SO now you process the results.

Print a copy of the C6 – Tournament results form (attached). Also attached a C9 (jump height) mentioned in previous lesson but not attached.

Request a check from the club treasurer for \$20 per team made out to NAFA (this can be done before the tournament since you know how many teams there will be). If we will not be scoring the tournament ourselves, the fee per team to NAFA is \$25 so scoring it saves us about \$125 and gets the results posted sooner.

Enter your results in the electronic scoring software (available here [http://flyball.org/tourn\\_score.html](http://flyball.org/tourn_score.html)) and send to NAFA ([flyball@flyball.org](mailto:flyball@flyball.org)). Instructions are with the software (very basic) and the following additional info was provided by Bill Bunting.

**Special Notes:** Until we get our scoring software updated, the following conventions can be used:

- After you download the latest CRN info, you may have to exit the program and go back in for them to work.
- **Veteran's** class – select the regular class and use 99 for the division. Use 98 and 99 if you have 2 Vets divisions, etc
- **Open** class – select the regular class and use 89 for the division. Use 88 and 89 if you have 2 Open divisions, etc
- **Performance** teams - enter the placement for performance teams as 0, and put \* before the team name
- Be sure to use the tips in the manual on line

From <http://nafadb.flyball.org/scbeta.htm> (Test the Data)

Also, note that for teams that do not place (eg broke out three times or went FEO), code their placement as 0 (the number zero)

If there are any C2s which you find difficult to read the times on, refer to the posterboard although if it will not make a difference in points earned, unless it is the fastest time for the team you can fudge it. The software actually allows for a great deal of shortcutting. I've attached a copy of the final results file for reference.

Copy all your C2s, your C6, C9 and send the originals to NAFA with the check. All of these must be sent within 14 days of the tournament and should be sent through the USPS using a traceable method (don't use UPS as they don't do PO boxes).

NAFA  
PO BOX 69  
WESTFIELD, IN 46074

I usually post the results file to the yahoo list a day or so before sending it to NAFA in case anyone catches an error (they like to get those points results correct).

File copies of the forms at the club for about two years. We could really probably pitch them sooner but I figure since CPE says two years it is easy to keep to that schedule.

Finally, if you are doing the "accounting" paperwork as well, the board has a form they want completed on all events like this. I've attached the partially completed version for this tournament. This basically provides a report to them on one page of income and expenses for the event and reflects the net profit. This tournament is taking a bigger hit due to the \$250 for the judge's flight and hotel expense. Otherwise the ribbon costs depend on whether or not anyone is getting an ONYX or higher award as they are one shot orders and get pricey and the toys I usually order more in January and many fewer for August since I have a good supply in stock.

Then you relax until the next tournament.

I think that is all. If I realize I forgot anything or if there seems to be something missing, we'll have a Lesson #5.

Take care.

Denise